

## Employment Opportunity - Equal Opportunity/Affirmative Action Employer

The city believes a diverse work force adds quality and perspective to services we provide to the public.



**On-Line:** [www.bouldercolorado.gov](http://www.bouldercolorado.gov)

**Phone Number:** (303) 441-3070

**Fax Number:** (303) 441-3049

**Street Address:**

**Mailing Address:** P.O. Box 791, Boulder, CO 80306

1101 Arapahoe, 1<sup>st</sup> Floor, Boulder, CO 80302

**An application is required for all City of Boulder jobs.**

**Applications must be received by noon at 1101 Arapahoe on the closing date. No exceptions.**

Requisition ID:	<b>2563</b>
Position Code:	<b>2050</b>
Job Title:	<b>Senior Planner OR Planner II (Depending on Qualifications - Please see both job descriptions.)</b>
Department:	<b>Community Planning and Sustainability</b>
Hiring Range (Annualized): Depending on Qualifications	<b>Senior Planner: \$69,250 - \$83,120 Planner II: \$60,150 – \$72,190</b>
Salary Range (Annualized):	<b>Senior Planner: \$69,250 - \$110,800 Planner II: \$60,150 – \$96,250</b>
Grade:	<b>Senior Planner: MGMT-G Planner II: MGMT-F</b>
Work Schedule:	<b>Full time. Generally, Monday – Friday 8:00 a.m. – 5:00 p.m. Evening meetings required.</b>
Application Deadline:	<b>Thursday, February 18, 2010</b>

### ***Job Description for Senior Planner***

#### **OVERALL JOB OBJECTIVE:**

Under minimal supervision, to provide leadership in facilitating community dialogue and building consensus regarding complex planning issues, manage and coordinate complex and often high profile planning projects, negotiate complex agreements, and to perform related duties as required.

#### **DUTIES AND RESPONSIBILITIES:**

1. Manages and coordinates the preparation and implementation of special planning projects and reports often involving major impacts and/or working with multi-jurisdictional staffs. This includes the following:
  - Assesses and initiates special long range planning projects to implement the department's work program and to achieve City Council goals.
  - Writes special project reports, develops long range plans and identifies strategies to implement them.
  - Supervises the implementation of adopted plans.
  - Negotiates complex agreements and serves as senior liaison between the city and private individuals and organizations.
  - Establishes project timetables, designs public processes, and develops annual work programs.
  - Conducts staff, design team, and other meetings.
  - Coordinates special project activities with the City Manager's Office, city departments, county government, other organizations, and the general public.
  - Makes presentations at public meetings, Planning Board, and City Council meetings.
2. Serves as a senior liaison to the Planning Board, community groups, governmental agencies, and others concerned with planning issues. This includes the following:
  - Coordinates preparation for Planning Board and City Council meetings and study sessions, including writing and assembling documents, reviewing materials, determining agenda items, and facilitating study sessions.
  - Represents the city at public hearings and neighborhood meetings and makes formal presentations of city recommendations.
  - Provides technical assistance to advisory groups, boards, committees, and the public.

- Facilitates and participates in community discussions about complex planning issues and builds consensus regarding optimal solutions.
- 3. Supervises consultants, interns, and other staff team members as necessary to effectively manage special planning projects.
- 4. Updates job knowledge continuously regarding planning methods, design criteria, city zoning and land use regulations, and the Boulder Valley Comprehensive Plan. Remains aware of and is sensitive to community issues impacting the long range planning process.
- 5. Develops and administers contracts for consultants working on architectural and planning projects.
- 6. Researches, analyzes, and prepares special reports as assigned.

#### **REQUIRED MINIMUM QUALIFICATIONS:**

Masters degree in Urban Planning or related field plus a minimum of seven years of increasingly responsible experience related to urban planning or any equivalent combination of education and/or experience. Excellent verbal and written communication skills. Demonstrated interpersonal and organizational skills. Strong negotiation and consensus building skills. Ability to analyze and synthesize large amounts of complex information. Ability to handle planning projects which involve politically sensitive or controversial issues. Valid Colorado driver's license. Have and maintain acceptable motor vehicle record.

#### **DESIRED QUALIFICATIONS – In addition to the required minimum qualifications:**

Knowledge and understanding of the community, including its geography, politics, and interests. Knowledge of the history, practice, and objectives of planning in the community.

#### ***Job Description for Planner II***

#### **OVERALL JOB OBJECTIVE:**

Under minimal supervision, to manage and coordinate complex and often high profile planning projects, to evaluate the long range planning impacts of public and private development proposals and plans, and to perform related duties as required.

#### **DUTIES AND RESPONSIBILITIES:**

1. Manages and coordinates the preparation and implementation of special planning projects and reports, often involving major impacts and/or working with multi-jurisdictional staffs and appointed task forces. This includes the following:
  - Assesses and initiates special long range planning projects to implement the department's work program and to achieve City Council goals.
  - Writes special project reports, develops long range plans, and identifies strategies to implement them.
  - Negotiates agreements and serves as liaison between the city and private individuals and organizations.
  - Tracks the implementation of plans once completed and adopted.
  - Establishes project timetables and work programs.
  - Conducts staff, design team, and other meetings.
  - Coordinates special project activities with the City Manager's Office, city departments, county government, other organizations, and the public.
  - Makes presentations at public meetings, Planning Board, and City Council meetings.
2. Serves as a liaison to the Planning Board, community groups, governmental agencies, and others concerned with planning issues.
 

This includes the following:

  - Coordinates preparation for Planning Board and City Council presentations and study sessions, including writing and assembling documents, reviewing materials, and determining agenda items.
  - Represents the city at public hearings and neighborhood meetings and makes formal presentations of city recommendations.
  - Provides technical assistance to advisory groups, boards, committees, and the public.
3. Coordinates with project managers in Development Review- Land Use, to review and evaluate the long range planning impacts of public and private development proposals and plans, to address issues related to comprehensive planning, historic preservation, environment, urban design, and conformance to adopted plans.

4. Updates job knowledge continuously regarding planning methods, design criteria, city zoning and land use regulations, and the Boulder Valley Comprehensive Plan. Remains aware of and is sensitive to community issues impacting the long range planning process.
5. Develops and administers contracts for consultants working on architectural and planning projects.
6. Initiates actions that promote excellent customer service.

**REQUIRED MINIMUM QUALIFICATIONS:**

Master's degree in Urban Planning or related field plus a minimum of five years of planning experience, or any equivalent combination of education and/or experience. Excellent verbal and written communication skills. Demonstrated analytical and organization skills. Strong negotiations and consensus-building skills. Ability to work in difficult situations under limited supervision. Valid Colorado driver's license. Have and maintain acceptable motor vehicle record.

**DESIRED QUALIFICATIONS – In addition to the required minimum qualifications:**

Knowledge and understanding of the community, including its geography, politics, organizational characteristics, and laws. Background in long range planning.

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The City of Boulder is committed to hiring employees who provide excellent customer service. Our employees act with a high level of integrity, and take responsibility for their words and actions.

City of Boulder employees strive to respect and appreciate each individual's differences, and to work effectively with all people and their diverse backgrounds. We support candid and honest interactions, which respect other points of view, and are sensitive to communication differences. We achieve organizational goals through inclusive problem solving, planning, and decision-making. Community partnerships are included in this effort.

**WORKING CONDITIONS - Required Physical and Mental Effort, and Environmental Conditions:**

Physical and Mental Effort: Sufficient clarity of speech and hearing or other communication capabilities that permits the employee to communicate effectively on the telephone and in person. Sufficient vision or other powers of observation that permits the employee to review, evaluate and prepare a variety of written documents and materials. Sufficient manual dexterity that permits the employee to operate computer equipment and other office equipment. Sufficient personal mobility and physical reflexes, which permits the employee to work in an office setting. Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard. Ability to work under stress from demanding deadlines, public contact, and changing priorities and conditions.

Work Environment: Works primarily in a clean, comfortable environment. Works in a setting subject to continuous interruptions and background noises.

Machines and equipment used include, but are not limited to the following: Frequently uses standard office equipment including personal computers, telephones, calculators and copy/fax machines. City vehicle.

**ACCOMMODATIONS:**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Note: The above description is illustrative only. It is not meant to be all-inclusive.